



## New Jersey Department of Environmental Protection Site Remediation and Waste Management Program

### INSTRUCTIONS FOR THE CHILD CARE CENTER/EDUCATIONAL FACILITY REMEDIATION FORM

#### General Instructions

1. **Applicability.** Use this form for any remediation initiated after May 7, 2010, when new construction of, renovation of (increasing the square footage) or a change in use to a child care center or educational facility will occur.

**Note:** Category 1 annual remediation fees shall be paid annually until an RAO has been issued to close the case. In addition, if any impacted media are discovered during the investigation of a child care center and are not being remediated as part of another case, then a contaminated media fee will also be required.

2. **Updates.** The NJDEP may update this form. Please ensure you are using the latest version. Download the latest version of this form from the NJDEP Website: <http://www.nj.gov/dep/srp/srra/forms> .
3. **Signatures.** This form must be signed by the person responsible for conducting the remediation and the Licensed Site Remediation Professional (LSRP).
4. Completed forms should be sent to:

Bureau of Case Assignment & Initial Notice  
Site Remediation Program  
NJ Department of Environmental Protection  
401-05H  
PO Box 420  
Trenton, NJ 08625-0420

#### Section A. Site Name and Location

- **Site Name:** Provide the name of the site (i.e., ABC Corporation);
- **List all AKAs:** Provide all other known names for the site;
- **Street Address:** Provide the street address for the site NOTE: This should be the physical location of the site – not the mailing address;
- **Municipality:** Provide the name of the municipality(ies) in which the facility is physically located and indicate if it is a township, borough, village, or city. NOTE: This should be the name of the incorporated municipality and not the local name;
- **County:** Provide the name of the county(ies) where the site is located;
- **Zip code:** Enter the five-digit code for the physical location of the site;
- **Program Interest (PI) Numbers:** The PI Number is assigned by the NJDEP and can be obtained via the web at <http://www.nj.gov/dep/srp/> (DEP DATA MINER REPORTS). If this is a new site with no previous SRP involvement, leave blank.
- **Case Tracking Numbers for this submission:** Provide all NJDEP generated site identification numbers (Hotline incident numbers, UST Notice of Intent to Close numbers, ISRA numbers, etc.). Attach additional sheets if necessary;
- **State Plane Coordinates:** The (X,Y) coordinates are computed by projecting latitudes and longitudes from a mathematical approximation of the earth (i.e., NAD 83) onto a surface that can be laid out flat. Additional information can be found at <http://www.state.nj.us/dep/njgs/geodata/dgs03-1usrgd.htm?Return3=Top>.
- **Municipal Block(s) and lot(s):** Provide all lot and block numbers for the Child Care Center / Education Facility and, if applicable, for all Off Site Play Area(s).
- **License number:** Provide the Department of Children and Families License number, if applicable.

#### Section B. Contact Information

Provide the name, address, and contact information for both the Property Owner and the Child Care Center Operator, and check the appropriate box to indicate which entity is conducting the remediation. Also provide a contact name and phone number.

### Section C. Submission Status

1. Indicate the facility type by checking either "Child Care Center" or "Educational Facility", then check the appropriate box(es) below that selection to indicate the reason for the submission of this form. For Educational facilities also indicate the type of school.
2. Indicate if there are any environmental concerns that make the site subject to Madden Legislation. Additional information about Madden Legislation can be found at: <http://www.nj.gov/dep/dccrequest/newcenters.html>.
3. Indicate how the Electronic Data Deliverable (EDD) for this submission is being provided to the NJDEP. It can be submitted via email at [srpedd@dep.state.nj.us](mailto:srpedd@dep.state.nj.us) (attach NJDEP confirmation email to this submission) or by CD (attach the CD to this submission).
4. Indicate if the HDSRF Child Care Grant Reimbursement Application has been previously submitted.
5. Indicate if the HDSRF Child Care Grant Reimbursement Application is being submitted with this application.
6. The table in this section is to assist the NJDEP in understanding the status of submissions and permit applications. Check the boxes to indicate the status of all submissions and provide the appropriate dates.

Complete all columns that are applicable. If a PA and SI are conducted, **the PA/SI must be submitted together**. The Preliminary Assessment Report and Site Investigation boxes must be checked off. If the submission is for one or more areas of concern (AOCs) and a PA was not performed, only check off Site Investigation Report.

### Section D. Site Use

Check the boxes for all the current uses that apply to the site; and check all the boxes for all the former uses that apply to the site.

### Section E. Public Funds

Indicate if the site utilized public funds. If "Yes," check the applicable fund(s) used. Additional information regarding the types of funds can be found at <http://www.state.nj.us/dep/srp/finance/>.

### Section F. General

1. If a variance from N.J.A.C. 7:26E was initiated at any point in the investigation/remediation, enter the citation for the requirement from which the variance occurred and reference the applicable pages in the report that justify the technical basis for the variance and any other documentation that was relied upon for technical support.

#### Water Supply

2. Indicate the source of drinking water for the Child Care Center/Educational Facility. If the source is a Public Community Water System (CWS), provide the PWSID number. If the source of drinking water is a private well or Non-Transient/Non-Community (NT/NC) Well, attach a current (<3 years old) Bureau of Safe Drinking Water (BSDW) Certification. For additional information see: <http://www.state.nj.us/dep/dccrequest/safedrink.html>.
3. Indicate if any drinking water standard (primary or secondary) has been exceeded in a private or non-community well. Check N/A if the site does not have a private or non-community well. If any drinking water standard has been exceeded in a private or non-community well list all Contaminant(s) of Concern (COC) and their concentration, identify the Regulatory Agencies that have been notified, indicate if the NJDEP Hotline has been called, and provide the incident number.
4. If a Bureau of Safe Drinking Water (BSDW) Certification is being submitted with this form, indicate if the certification is conditional (Note: sampling results must be current, please visit <http://www.nj.gov/watersupply> for additional information) and if there is any type of treatment system on the well. If there are, describe the conditions/treatment type.
5. Indicate if there is an irrigation well located onsite.
6. Indicate if there are any other permitted or unpermitted wells on the site.

#### Play Area

The Play Area section is for Child Care Centers only. If you are completing this form for an Educational Facility, proceed to the next section.

7. Indicate if there is an outdoor play area associated with the Child Care Center. A play area is required for all Child Care Centers unless the Department of Children and Families has confirmed that no play area is required, or the center is located within a public school.

8. Indicate if the Child Care Center is located at a public school, and provide the name and address of the school if applicable.

*If no outside play area is associated with the Child Care Center, skip the remaining questions in this section and proceed to the next section.*

9. Indicate if any play area is located onsite. If there is more than one play area, answer "Yes" if any one of the areas is located onsite.
10. Indicate if any play area is located offsite. If there is more than one play area, answer "Yes" if any one of the areas is located offsite. If there is an offsite play area provide:
  - a) The address of the offsite play area;
  - b) Indicate if it is located on public property (i.e. School, Park, etc.). If the Child care Center is located on public property provide the name of the public property. If it is **not**, indicate if a PA report was submitted for this offsite play area. Also indicate if a SI report was submitted for this offsite play area.  
**Note: If a PA report was not included with your submission, the package will be deemed incomplete and not reviewed until all applicable reports and forms are submitted. DCF will be notified of the incomplete submission.**
  - c) Indicate if the offsite play area is part of an existing Child Care Center that received a Final Remediation Document (FRD). If "Yes," identify the type of FRD, provide the date the FRD was issued, and the Program Interest (PI) number.
11. Indicate the type of cover on the play area(s). Check all that apply.
12. Indicate if any environmental samples have been collected from the play area. If samples were collected, indicate if Historic Aerial Photos and/or Sanborn Maps were reviewed to verify that play area samples address former site use.
13. Indicate if play area(s) are impacted by a contaminated Area of Concern (i.e. historic fill, naturally occurring contaminants, historic pesticides, etc.). If "Yes," indicate if the contaminated AOC has been remediated.

## **Section G. Investigation Information**

### **Preliminary Assessment (PA)**

1. Indicate if the Child Care Center/Educational Facility (Child Care Center/Educational Facility) occupies the entire site, a portion of a multitenant building (Leasehold), or a portion of the Lot (leasehold).
2. Indicate if a mapped Classification Exception Area (CEA), a mapped Currently Known Extent (CKE), an Underground Storage Tank (UST) site, an Industrial Site Recovery Act (ISRA) site, or any other known contaminated site is located within 200 feet of the Child Care Center/Educational Facility. If "Yes," provide the PI number. The NJDEP's interactive mapping tool, NJ-GeoWeb, (accessible through <http://www.nj.gov/dep/gis/geowebsplash.htm> ) is helpful in identifying these sites.
3. Indicate if the PA identified any Areas of Concern (AOCs) within the Child Care Center/Educational Facility site.
4. Indicate if the PA identified any AOCs outside the leasehold portion that have a potential to impact the Child Care Center/Educational Facility.
5. Indicate if the PA identified any historic industrial, commercial, or agricultural use at the site dating back to the time the site was naturally vegetated.
6. Based on historical site operations in the PA Report, indicate if Indoor Air sampling was recommended to the Child Care Center/Educational Facility.
7. Indicate if there is suspected contamination at the site, e.g. former agriculture use, naturally occurring contaminants, etc. If "Yes," indicate if an SI has been conducted and if an SI was conducted indicate if contamination was identified.
8. Indicate if this site is a former Underground Storage Tank (UST). If the site was, provide all PI#s associated with the site.
9. Indicate if this site is a former ISRA Industrial Establishment or subject to ISRA Applicability or ISRA site. If the site was, provide all SIC and NAIC numbers associated with the site.
10. Indicate if a Final Remediation Document (FRD) was previously issued. If "Yes," identify the type of FRD, provide the date the FRD was issued, and the Program Interest (PI) number.

### **Site Investigation (SI)**

11. If an ASRS, Alternative Vapor Intrusion Screening Level or ecological site specific goal is being proposed, check "Yes," and attach the Alternative Remediation Standard and/or Screening Level Application Form. The form can be

found at <http://www.nj.gov/dep/srp/srra/forms/> . The ASRS requirements can be found at <http://www.nj.gov/dep/srp/regs/rs/> (Subchapter 7 of the Remediation Standards Rule).

12. Refer to NJDEP Vapor Intrusion Technical Guidance for proposing alternate screening levels. The guidance can be found at: <http://www.nj.gov/dep/srp/guidance/vaporintrusion/> .

### **Remedial Investigation (RI)**

13. Indicate if the Remedial Investigation has been completed for the contaminated AOCs addressed in this submission. Check N/A if no Remedial Investigation (RI) was conducted.
14. Indicate if the Remedial Investigation has been completed for all AOCs associated with this case. If it has been completed provide the date. Check N/A if no RI was conducted.

### **Unknown Source**

15. Indicate if any Unknown Source(s) have impacted the site. If the site is/was impacted, list all the Contaminant(s) of Concern (COC) and provide the NJDEP Hotline Incident # for the Unknown Source.

### **Section H. Media Impacted/Remediated**

1. Indicate if a presumptive remedy was implemented. Check N/A if no remediation was conducted.
2. Indicate if an alternative remedy was pre-approved by the NJDEP and if so, specify the date of pre-approval. Pre-approval is mandatory.

#### **Soil**

3. Self-explanatory.

#### **Ground Water**

4. Specify whether the ground water data reached the minimum ground water remediation standards that apply to the site. Information about the Ground Water Quality Standards can be found at <http://www.state.nj.us/dep/srp/guidance/rs/>. Check N/A if no ground water sampling was conducted.
5. Self-explanatory. Check N/A if no ground water sampling was conducted.
6. Self-explanatory. Check N/A if no ground water sampling was conducted.
7. Self-explanatory.

#### **Vapor**

8. Indicate if indoor air at the Child Care Center/Educational Facility been sampled. If indoor air has been sampled indicate if the results have been sent to NJDOH-Indoor Environments Program.
9. Indicate if an engineering control is required in order to mitigate a vapor hazard in the Child Care Center/Educational Facility. If "Yes," indicate the type of engineering control that was implemented.

#### **General**

10. Self-explanatory.

### **Section I. Applicable Remediation Standards**

Complete this section only if sampling of soil and/or ground water was conducted.

On June 2, 2008, the NJDEP adopted new Soil Remediation Standards (N.J.A.C. 7:26D). The ground water and surface water remediation standards were previously effective at N.J.A.C. 7:26E-1.13. The Remediation Standards rules and Basis and Background documents are available at <http://www.nj.gov/dep/srp/guidance/rs/>.

1. The default box should be checked if utilizing the NJDEP derived default remediation standards/criteria/screening levels. The default direct contact health based criteria and soil remediation standards can be found at [http://www.nj.gov/dep/srp/regs/rs/rs\\_appendix1.pdf](http://www.nj.gov/dep/srp/regs/rs/rs_appendix1.pdf). The default Impact to Ground Water Soil Screening Levels can be found in Table 1 of the Development of Site Specific Impact to Ground Water Soil Remediation Standards Using the Soil- Water Partition Equation Guidance Document found at [http://www.state.nj.us/dep/srp/guidance/rs/partition\\_equation.pdf](http://www.state.nj.us/dep/srp/guidance/rs/partition_equation.pdf). The Ecological Screening Levels can be found at <http://www.state.nj.us/dep/srp/guidance/ecoscreening/>.

The default box should also be checked if the Soil Cleanup Criteria (SCC), that were in effect prior to June 2, 2008, are being applied to the site. See <http://www.state.nj.us/dep/srp/guidance/rs/phasein.htm> for guidance on which sites may continue to utilize the SCC, which were in effect prior to June 2, 2008.

2. Indicate if a compliance averaging method was used to determine compliance with the Soil Remediation Standards. If "Yes," Identify the specific pathway(s) and method(s) of compliance averaging utilized. Check all that apply. Additional information on compliance averaging can be found in the NJDEP Technical Guidance for the Attainment of Remediation Standards and Site-Specific Criteria Document at: [http://www.nj.gov/dep/srp/guidance/#attainment\\_comp](http://www.nj.gov/dep/srp/guidance/#attainment_comp).
3. Indicate if the compliance option was utilized for the Impact to Ground Water pathway and identify via the check boxes which compliance option was used. Guidance can be at <http://www.state.nj.us/dep/srp/guidance/rs/>.
4. Indicate if an Alternative Soil Remediation Standard (ASRS) has been utilized for Inhalation and/or Ingestion/Dermal pathways. If the Direct Contact Soil Remediation Standards were utilized to determine compliance, check "No." The Alternative Remediation Standard and/or Screening Level Application Form can be found at <http://www.nj.gov/dep/srp/srra/forms/>. The ASRS requirements can be found at <http://www.nj.gov/dep/srp/regs/rs/> (Subchapter 7 of the Remediation Standards Rule).
5. Indicate if a site specific standard for the Impact to Ground Water pathway was utilized. Identify all methods that were used to develop the site specific standard. Guidance on the site specific impact to ground water soil remediation standards can be found at [http://www.state.nj.us/dep/srp/guidance/rs/igw\\_intro.htm](http://www.state.nj.us/dep/srp/guidance/rs/igw_intro.htm).
6. Indicate if site specific ecological risk based remediation goals were developed (i.e. Ecological Risk Based Remediation Goal or Ecological Risk Management Decision Goal.)
7. Specify the ground water classification at the site pursuant to N.J.A.C. 7:9C.

### Section J. Laboratory Data

Complete this section only if sampling of soil and/or ground water was conducted.

1. Self-explanatory.
2. Self-explanatory.
3. Indicate by checking each box that applies. If "Other" is checked, indicate what was used for the review.
4. Self-explanatory.
5. Self-explanatory.
6. Provide the page number for the "Reliability of Data" section of the report.

### Section K. Response Action Outcome

Complete this section only if submitting Response Action Outcome (RAO).

1. Specify, via one check box, whether the RAO is for:
  - a) specific Areas(s) of Concern (AOC);
  - b) for the Entire Site – Child Care Center/Educational Facility for initial licensing following completion of a PA, at a minimum, and Safe Drinking Water Certification;
  - c) Leasehold Portion Only – Child Care Center Facility for initial licensing.
2. Specify, via one check box, whether the RAO is for an unrestricted use, limited restricted use or restricted use remediation. Refer to "Guidance for Issuance of Response Action Outcomes" for detailed descriptions of unrestricted RAO, limited restricted RAO and restricted RAO. For limited restricted use and restricted use remediations, all applicable remedial action permits must be obtained before the RAO is issued.
 

**Note:** The RAO must correctly designate the "Remedial Action Type" by using one of the three entries noted above. For Limited Restricted and Restricted Use RAOs, all Remedial Action Permits must be obtained before the RAO is issued, Permit numbers and effective dates must be included in the "Conditions" section of the RAO document.
3. Identify the total number of contaminated AOCs for your case (individually – do not combine). This number refers to the entire case not just contaminated AOCs addressed in this submission.
4. Indicate the total number of contaminated AOC(s) addressed in this submission.
5. Indicate if there are other contaminated AOC(s) for your case where an RAO has not been filed.
6. Check all the applicable notices that were used in the issued RAO. Refer to "Guidance for Issuance of Response Action Outcomes" for detailed descriptions of RAO notices. Please note that for every Child Care Center RAO and for RAOs involving any case where contamination remains onsite that was not remediated, applicable notices are required. Notices in the RAO are used to properly advise interested parties about limitations of the RAO and other site conditions.

**Note:** The RAO must correctly designate the “Scope of the Remediation” as Area of Concern, Entire Site or Industrial Establishment as defined by N.J.A.C. 7:26B. With the exception of “soil-only” RAOs all contamination from the site or area(s) of concern must be remediated before the RAO is issued. The reports upon which the RAO is based must include the Case Inventory Worksheet available at [http://www.nj.gov/dep/srp/guidance/srra/cid\\_worksheets.xls](http://www.nj.gov/dep/srp/guidance/srra/cid_worksheets.xls) prepared per the “Case Inventory Document” available at [http://www.nj.gov/dep/srp/guidance/srra/cid\\_guidance.pdf](http://www.nj.gov/dep/srp/guidance/srra/cid_guidance.pdf)

### **RAO Preparation Checks**

1. Self-explanatory
2. The RAO Shell language may not be modified unless explicitly noted in the document.
3. Be sure to check the “cc” list to ensure the appropriate individuals and agencies are copied when applicable.
4. A scaled site map must be included with the RAO.
5. Upon issuance of the RAO to the person(s) conducting the remediation, a copy of the RAO must be simultaneously filed with the NJDEP along with an electronic copy of all remediation related records.
6. The RAO may not be issued if fees or oversight costs are outstanding.
7. If the NJDEP required any deficiencies from prior submissions to be corrected as part of inspection and review findings, these must be completed before the RAO is issued.
8. Refer to SRRRA Section 47g(1) for detailed information concerning rendering the property unusable.

### **Section L. Person Responsible for Conducting the Remediation Information and Certification**

The certification in this section shall be signed and dated by the person responsible for conducting the remediation. The certification in this section shall **not** be signed by the licensed site remediation professional or law firm hired to assist the owner or operator with their compliance obligations. The certification required in this section shall be executed as follows:

1. For a corporation or limited liability company, by a principal executive officer of at least the level of vice president; or
  2. For a partnership or sole proprietorship, by a general partner or the proprietor, respectively; or
  3. For a municipality, state, Federal or other public agency, by either a principal executive officer or ranking elected official; or
  4. By a duly authorized representative of the corporation, partnership, sole proprietorship, municipality, state or Federal or other public agency, as applicable. A person is deemed to be a duly authorized representative if the person is authorized in writing by an individual described in 1, 2 or 3 above and the authorization meets the following criteria:
    - i. The authorization specifies either an individual or a position having responsibility for the overall operation of the industrial establishment or activity, such as the position of plant manager, or a superintendent or person of equivalent responsibility (a duly authorized representative may thus be either a named individual or any individual occupying a named position);
    - ii. The written authorization is submitted to the NJDEP along with the certification; and
    - iii. If an authorization is no longer accurate because a different individual or position has responsibility for the overall operation of the industrial establishment or activity, a new authorization satisfying the requirements of this section shall be submitted to the NJDEP prior to or together with any reports, information, or applications to be signed by an authorized representative.
- Provide the full legal name of the person responsible for conducting the remediation;
  - Provide the full name of the representative of the person responsible for conducting the remediation, pursuant to N.J.A.C. 7:26C-1. Enter “Same” if the representative is the same person as the person responsible for conducting the remediation;
  - Provide the title of the representative of the person responsible for conducting the remediation;
  - Provide the telephone number, extension number, and fax number of the representative of the person responsible for conducting the remediation;
  - Provide the mailing address, including the city/town, state, and zip code of the representative of the person responsible for conducting the remediation;
  - Provide the email address of the representative of the person responsible for conducting the remediation;
  - The representative for the person responsible for conducting the remediation shall provide:
    - ❖ His/her signature where indicated;
    - ❖ His/her name and title (i.e., President, CEO); and

- ❖ The date when the signing occurred.

**Section M. Licensed Site Remediation Professional Information and Statement**

- LSRP ID Number: Provide the Licensed Site Remediation Professional ID Number.
- Provide the name, phone number, email and mailing address (city/town, state, zip code) of the Licensed Site Remediation Professional.
- The certification in this section shall be signed and dated by the Licensed Site Remediation Professional.